



The **My Favorites** portlet allows you to add, categorize and save links to your favorite Websites so that you can quickly and easily access them from within the Portal. **My Favorites** portlets are displayed on each Portal page.

How do I add a Favorite?

To add your favorite links to the **My Favorites** portlet:

1. Click *Add New Favorites* in the top right corner of the **My Favorites** portlet. The **Add Favorites** is displayed within the portlet (see Figure 1).

The screenshot shows the EPA Portal interface. At the top is a navigation bar with links: My Page, Search, Employees, My Communities, Collaboration Tools, and Community Access. Below this is a 'My Page' header. The main content area includes a 'Welcome to the EPA Portal' message with a globe icon and links to 'click here' and 'Take a tour of the EPA Portal'. Below the welcome message is a 'What's Next' section. On the right side, there is a 'My Page Favorites' portlet. A red circle highlights the 'Add Favorites' form within this portlet. A yellow box on the left contains the text 'Add Favorites portlet.' with a red arrow pointing to the highlighted form. The form has fields for 'Name*', 'URL*', and a radio button selection for 'No Group' or 'Add To A New Group'. There are 'Submit' and 'Cancel' buttons at the bottom of the form.

Figure 1: Add Favorites

2. Enter a name or a description of the link you would like to display in the **My Favorites** portlet. For example, if you were adding the EPA Website to your favorites, you may wish to enter "EPA Website" in the name field.
3. Enter the URL or the Web link for the Website you wish to display. For example, for the EPA Website, you would enter www.epa.gov. Please note that the system does not validate the URL address you enter, therefore copying the address from your browser ensures the validity of the address.
4. Categorize similar types of websites under a single heading by typing a group name in the "Add New Group" field. If you do not categorize your links, they will be displayed in a single list in the **My Favorites** portlet. If you have already added groups to your **My Favorites** portlet, you may select the "Add to existing Group" radio button and select your desired group name from the *Add Existing Group* dropdown list. Once a group is created, you cannot rename the group unless you remove and recreate the group.
5. Click *Submit* to save your link and return to the **My Favorites** portlet.



How do I Edit or Remove a Favorite?

1. Click *Edit Favorites* on the top corner of the **My Favorites** portlet. The **Edit My Favorites** is displayed within the portlet (see Figure 2).

Select	Name	Group
<input checked="" type="radio"/>	Yahoo	(NO GROUP NAME)
<input type="radio"/>	EPA	EPA LINKS

Update Delete Cancel

Figure 2: Edit My Favorites

2. Select the link you wish to remove or modify by clicking in the radio button next to the name of the desired link.
3. Choose to update the link by clicking *Update*; to remove the link from your **My Favorites** portlet click *Delete*. Click *Cancel* to return to the **My Favorites** portlet without making changes.
4. A Group can be removed only when all the links within it are removed. In other words once the last address or link is removed the group will be removed with it.

Who to Contact for Help

For questions, concerns, or assistance in using the Portal, contact the EPA Customer Call Center at 1-866-411-4EPA or epacallcenter@epa.gov.